



Pay.gov has been developed to meet the Department of the Treasury's Financial Management Service Division's commitment to process collections electronically.

- Pay.gov is a secure, Government-wide, Internet collection portal.
- Pay.gov provides the ability to make payments by check, credit card, or debit card 24-hours-a-day.
- Pay.gov is Web-based, allowing customers to make payments from any computer with Internet access.
- Pay.gov does NOT require a login ID or password to use the service.

**For Bank Account (ACH) payments you will need:**

- Account Holder Name
- Payment Amount
- Account Type
- ABA Routing Number
- Account Number
- Check Number
- Payment Date
- Business Contact Name
- Company Name
- Contact Phone Number
- Contact Email Address
- NASA Agreement/EPR Number
- NASA POC Name

**For credit or debit card payments you will need:**

- Account Holder Name
- Payment Amount
- Billing Address
- Card Type
- Card Number
- Security Code
- Expiration Date
- Payment Date
- Business Contact Name
- Company Name
- Contact Phone Number
- Contact Email Address
- NASA Agreement/EPR Number
- NASA POC Name

\*Please note that credit card payments cannot be made in increments higher than \$24,999.99.

\*However, note that there is no limit on debit card payments. Only Visa, MasterCard, AMEX, and Discover are accepted.

**To make a payment:**

- Go to the NASA Shared Services Center (NSSC) Web site at <https://www.nasa.gov/specials/nssc-pay/>.
- Select the appropriate NASA Center from the **NASA Center** drop-down menu.
- Select **Advances** from the **Transaction Type** drop-down menu.
- Fill the required information marked with a red asterisks and additional information if applicable.
- Click the **Submit** button.
- A payment type option screen will appear. Payments can be made using an ACH Debit or a Credit Card.
- Enter payment information in the fields provided. The required fields are marked with a red asterisk.
- Click **Continue** if the payment information entered is correct. To cancel the payment, click the **Cancel** button.
- Review and read the "Authorization and Disclosure" statement. Check the agreement box and click **Continue**.
- Enter a personal email address to receive a confirmation number at the end of your transaction. Click **Confirm**. Please retain this number for your records.

If you have any problems with the system during the payment process, please call Pay.gov Customer Service at 800-624-1373. For all other inquiries, please contact the NSSC Customer Contact Center at 877-677-2123.

